



# MENTAL RETARDATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE

12/17/01

EFFECTIVE DATE

IMMEDIATELY

NUMBER

00-01-07

SUBJECT:

Announcement: Step-By-Step Guide to Ready Providers for the Reporting of Incidents through HCSIS

BY:

  
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## SCOPE:

County MH/MR Programs  
Base Service Unit Directors  
Community Home Directors  
Family Living Directors  
Adult Training Facility Directors  
Vocational Facility Directors  
Non-State Operated Intermediate Care Facilities  
for the Mentally Retarded [ICF/MR] Directors  
State Operated Intermediate Care Facilities for  
the Mentally Retarded [ICF/MR] Directors

## PURPOSE:

The purpose of this bulletin is to notify the above of the posting of the document "A Step-by-Step Guide to Ready Providers for the Automated Reporting of Incidents Through the Home and Community Services Information System (HCSIS)" on the OMR website.

"A Step-by-Step Guide to Ready Providers for the Automated Reporting of Incidents Through HCSIS" can be viewed at the following website: [www.dpw.state.pa.us/omr](http://www.dpw.state.pa.us/omr). The guide can be located under the "Transforming the MR System" link on the website.

## BACKGROUND:

The Incident Management Bulletin was issued August 27, 2001 with an effective date of March 25, 2002. The Bulletin establishes processes that will protect the health and safety, enhance the dignity, and protect the rights of individuals receiving supports and services. This bulletin effects hundreds of providers who receive funds from the mental retardation system. "A Step-by-Step Guide to Ready Providers for the Automated Reporting of Incidents" was developed to describe the necessary steps and required training which will lead to the successful implementation of the Incident Management policy.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Appropriate Mental Retardation Regional Program Manager